ATTENTION!

NEW ON-LINE ARNG FTA APPLICATION PROCEDURES!!!

Following is the new procedure for applying for **ARNG Federal Tuition Assistance**. Please read and follow all steps thoroughly. This procedure benefits you in many ways—less paper to keep track of, faster processing time by the ESO and it's JUST TOO EASY! Use your computer at home, the office, the unit, the library—any computer that has internet access.

Applying for Army National Guard Federal Tuition Assistance (ARNG FTA)

A. Go to: www.virtualarmory.com You will need to create a Username and Password by clicking on "Register" at the top of the page, if you have not already done so. Follow instructions.
B. Click on the Education tab on the left side of the page.
C. Hover cursor over the "Online Applications"
D. Click on "Federal Tuition Assistance (FTA)" application.
E. You will see a warning screen—if you are a weekend drilling soldier, click on the "Click here to continue" link in blue at the bottom of the box. **If you are AGR or a mobilized enlisted soldier, you must contact the ESO at Fort Bragg (or nearest AEC) to apply for ACES TA.**
F. The next screen lists the individual steps to apply:

   1. View Eligibility Requirements – This document states who is and isn't eligible for Federal Tuition Assistance.

   2. View Benefit Information – This document states the rates and amounts of FTA that are paid.

   3. View Tuition Assistance Application Procedure – This document states the steps necessary to apply for Federal Tuition Assistance.

   4. View POC List – This is a list of all state ESO contacts. Click on your state to get your ESO contact information. Their phone number is listed. Click on the name to send an email. (If you have scanning capabilities, you can scan and e-mail your supporting documents to the ESO.)

   5. View Statement of Understanding (SOU) – This agreement outlines the responsibilities of the soldier. Print and sign this document (keep a copy for your records). The SOU is only signed once per FY. However, you must open/read/close the document before you can click "agree" every time you apply. **You cannot proceed until you agree to the SOU**.

   6. Click on the "Continue" button. The screen for entering your DA Form 2171 information will open. Maximize this screen in order to see all of the buttons.

   7. Contact Information – This is your personal information. Make changes, add phone numbers (without the dashes) and enter e-mail address. Be sure to fill in all necessary blanks. Any corrections will be made at the ESO per validation with SIDPERS.

   8. School Information – Click on "Select School". This will automatically populate all necessary fields. If your school has multiple branch campuses, be sure to select the correct one. If your school is located outside of your home/guard state, use the scroll-down box at the top of the page to list that state's schools.

   9. Degree Information – Select your goal (Associate, Bachelor, etc.), program (Business, Pre-med, etc.) and category (post-secondary, certificate, etc.).

   10. Location of Classes – Type the city/campus name of where you will be attending classes.

   11. Start and End Dates – Fill in the course start and end dates. If you have multiple start dates, use the outermost dates to include all courses (within an 18-week period). Or, you may choose to fill out a separate DA Form 2171 for each course.

12. Continue to Enter Courses – This button will not highlight unless all necessary blocks are filled.
   a. Department and Number - Course number, i.e. MATH 101, ENGL 223, etc.
   b. Title – Course name, i.e. College Algebra, English Comp II, etc.
   c. Level – Level of coursework, i.e. undergraduate, graduate, vocational, etc.
   d. Mode – Mode of training, i.e. classroom, distance learning, etc.
   e. Days – Days of the week training is held, i.e. MWF, TTH, etc.
   f.   Time – Time of day class is held, i.e. 0800-0850, 1600-1750, etc.
   g. Hour Type – Type of hour classification, i.e. semester, quarter, etc.
   h. Number of Hours – Number of credit hours for the course.
   i.   Cost per Hour – Divide tuition (minus fees) by number of hours to get the cost per hour.
   j.   Fees – Divide total amount of fees (lab, technology, etc.) by the number of <u>courses</u> to get the amount to go in this block.
   k. Fee Explanation – Type the name of each fee separately along with the amount.
   l.   Flat Rate Distribution – If billing statement shows single amount for all courses to include fees, put that amount in this box. Do not enter anything in the Cost per Hour or Fees boxes. This box will automatically distribute the amount of tuition across all courses. *(Our preference is for you to break it down by course as stated above.)*
13. Finish Entering – Click on this button when you have entered all courses.
14. Missing Information – This box shows missing information from previous screens. Click on the buttons with red "x" beside them and correct the missing information. You cannot proceed without making these corrections.
15. View Recoupment Policy – Open document and read in order to click the "agree" button and proceed.
16. Continue to Print – Opens window for printing and submission of ARNG FTA.
17. DA Form 2171 – Click this button to open completed DA Form 2171. Print and close this window. Suggest you print copy for your records.
18. Page Printed – You must click on this button to continue. (Whether you actually printed the document or not, click this button!)
19. Submit 2171 – Click on this button to electronically submit your request to the ESO.
G. Send accompanying documents (registration/schedule and SOU) to ESO via fax or e-mail.

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NC Army National Guard
ATTN: Education Services Office
4105 Reedy Creek Road
Raleigh, NC 27607-6410
Fax: (919) 664-6520

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H. This completes your part of the process. The ESO will validate and approve your request by assigning it a control number. The original approval letter will be sent to the educational institution. (You will receive an information copy at your HOR.) This letter authorizes the school to send us an invoice. Once received, the ESO will begin the process for payment of funds directly to your school. If you have already paid for the course(s), the school will reimburse you. Otherwise, your student account will be credited as appropriate.

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Important Notes:

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P Keep track of your approved funding. The Virtual Armory will not automatically cut off funding for subsequent requests—once you've hit your maximum ARNG FTA amount, the ESO will adjust your ARNG FTA request.

P You must notify the ESO immediately of <u>any</u> course changes.

P You, not the school, are responsible for turning in grades to the ESO at the completion of each course/semester/quarter.